



**MOORE NORMAN**  
TECHNOLOGY CENTER

Course Syllabus

**CMA Update Documentation (Flex)**  
**HO554**

Hours :    In Class   8                      Clinical                      Total   8

**Description**

This continuing education course provides information regarding CMA roles and responsibilities in the performance of documentation.

**Prerequisites**

CNA, CMA Certification

**Books**

Administering Medications 2015 (Reference Only)

- ISBN:

**Learning Objectives**

1. Review common abbreviations and the seven rights of medication administration.
2. Explain CMA limitations as addressed in the Oklahoma State Department of Health regulations.
3. Discuss the role of the CMA in documentation.
4. Document on a Medication Administration Record appropriately and correctly.
5. Explain the guidelines for medication administration.
6. Discuss the Electronic Medical Records- Federal Regulations.
7. Utilize critical thinking skills when preparing and administering medications.

**Teaching Philosophy**

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

**Teaching Methods**

We believe that instructors, staff, and administrators have a shared responsibility to provide:

- innovative course design and instruction
- a safe, learner-centered environment
- an authentic learning experience

We believe that a specific population of students will choose to learn from an individual study format. This format allows the student to work at their own pace while having instructors on site for individual assistance as well as available by phone or e-mail. Our lab, classrooms, and the Academic Resource Center are staffed to accommodate daytime and evening schedules.

One on One

Lab/Classroom Instruction

Lecture

Video

Online Research

Skills Demonstration/Return

Learning Activities

Textbook Analysis

**Evaluation Methods**

Complete documentation packet and quiz with a 80% for satisfactory.

**Grading Policy**

Students must complete all assignments and lab with satisfactory.

**Student Responsibilities**

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at [www.mntc.edu/board-policies](http://www.mntc.edu/board-policies). Printed copies are available upon request.

Students must read LAP packet and complete assignments prior to attending lab.

If student's are more then 5 min late depending on the available instructor's schedule you will have to reschedule.